

DEPARTMENT OF  
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT  
Military Bureau  
Joint Force Headquarters, Maine National Guard  
Camp Keyes, Augusta, Maine 04333-0033

11 March 2016

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT #16-040**  
**TITLE 32 USC SEC 502 (f)**

**POSITION:** S3 Operations Officer

**GRADE:** CPT/O3 (Also see Area of Consideration)

**LOCATION:** 521<sup>st</sup> Troop Command, Bangor, Maine 04401

**CLOSING DATE:** 8 April 2016

**AREA OF CONSIDERATION:** Open to currently assigned Maine Army National Guard AGR Soldiers, Military Technicians, or Traditional (M-Day) Soldiers in the ranks of Second Lieutenant (O1) through Captain (O3) who have successfully completed the Officer Basic Course. (Also see Eligibility Requirement below).

**MILITARY/FULL-TIME ASSIGNMENT:** Selected applicant will be assigned militarily as an O-3 01A00, S-3 Operations Officer, (UMR position 103/02) and full time as an O3 Training Officer (FTMD position 2042/002) within 521<sup>st</sup> Troop Command.

**ELIGIBILITY REQUIREMENT:** The selected individual will be required to complete NGB prescribed courses at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position within the first year of employment, but preferable within six months of their hire. The selected individual will be required to participate in an extremely rigorous training program. This training will occur in various school environments, both military and civilian, throughout the country. This duty position will require at least 90 hours of technical training above and beyond any MOSQ or officer professional development schools. Training will be expected to be completed within three months. Due to the physical demands of the CERFP mission, the selected individual must meet the medical standards in chapter 9, NGR 500-4 before starting on AGR orders. This is a condition of continued employment.

**POSITION DESCRIPTION:** Principal staff assistant to the Battalion S2/S3 for all matters concerning training, operation and plans, and force modernization. Assist the Battalion S2/S3 and AO in supervising the command training program. Assist Battalion S2/S3 in the preparation of yearly training guidance and plans for Battalion Commander's approval and signature. Plans the development of yearly training guidance, operation plans and orders, movement plans and operation estimates. Responsible for collecting, preparing, and presenting command data relating to operations and training. Assist the Battalion S2/S3 and AO in supervising and monitoring overall readiness for the Battalion. Assist the Battalion S2/S3 in running the unit Tactical Operations Center, with operational duties including transmission of intelligence to tactical sections, coordination with CSTs, DOMS, law enforcement and other first responder agencies, planning and executing unit ground and air deployments, and liason with civilians at WMD terrorist incident scenes. Assist AO in supervision of 24 full-time AGRs. Assist AO in managing personnel vacancies, career development and workload requirements for the Battalion and subordinate units.

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**KEY SKILLS NEEDED FOR POSITION:**

1. Extensive knowledge in training management, how to develop METLs and unit training plans.
2. System knowledge with DTMS, DRRS, NETUSR, AFCOS, ATRRS, AFAM, TAMIS, ATN, DTRA, SharePoint and DTS.
3. Experience in developing Evaluation, Risk Management, Physical security, and OPSEC programs.
4. The ability to track Battalion level NET fielding's to ensure they are well planned and resourced.
5. Knowledgeable of the Incident Command System (ICS) employed at the local and state level and procedures for crime scene and evidence preservation at a WMD incident.
6. Integrates current intelligence estimates into CERFP force protection requirements and CBRN response missions.
7. Meets with designated civilian government agency and/or senior military leaders to discuss CERFP concept, mission, and/or plan CERFP participation in a state/local WMD response.
8. Serves as a CERFP liaison/point of contact with emergency response agencies and Incident Commanders on consequence management activities.
9. Serves as the CERFP Air Movement Officer. Coordinates air support for unit deployments and on-scene air support for the unit (ASI S3).

**NON-AGR APPLICANTS MUST:**

- a. Be a member of the Maine Army National Guard.
- b. Have less than 15 years of Active Service (AS).
- c. Be able to meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501.

Applicant's Physical Appraisal must be within 12 months of the date of entry on AGR status as well as meet other applicable medical criteria.

- d. Meet height, weight and Army Physical Fitness (APFT) requirements.
- e. Not be flagged for personnel actions.
- f. Also see Area of Consideration requirements above.

**Current AGR Soldiers** wishing to apply must have the concurrence of their chain of command, and have served at least 18 months in their initial AGR tour assignment unless TAG has waived this requirement.

**SELECTED RESERVE INCENTIVE PROGRAM (SRIP):**

Non-AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent AGR. Applicants should contact the MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

**LENGTH OF TOUR:** If the selected individual is not AGR he/she will be appointed to AGR status for an initial tour of 3 years. Extension of all AGR soldiers beyond their initial tour is contingent upon recommendation by their supervisor and final approval by the Adjutant General.

- **HOW TO APPLY:** AGR applicants will submit a memorandum of interest through their Chain of Command to the HRO-AGR office. HRO must receive an emailed copy from the Soldier prior to the closing date.

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- Technicians and Traditional (M-Day) applicants, as a minimum will submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm) , 23B RPAM Statement, a copy of last ORB, and any documents relating to the job they are applying for.

**\*\*\*Applications will not be accepted without Applicants Signature\*\*\***

Memorandums and Applications must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums and Applications received after the closing date will **NOT** be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are posted on all unit bulletin boards and are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

- You may deliver your application and other documents **in person**, or **send** them by:

- **Email (*Preferred Method*)** to [ng.me.mearng.list.hro-agr-br@mail.mil](mailto:ng.me.mearng.list.hro-agr-br@mail.mil) or
- Non government fax to MENG-HRO-AGR office at (207) 626-4246, or
- U.S. mail to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

**All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.**

**APPOINTMENT:** This position will be filled as soon as possible. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

**DISSEMINATION:** Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

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CHRISTOPHER A. MERRILL  
CW4, MEARNG  
AGR Manager